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DHS Memorandum A-02-1

Date: July 19, 2002

To: County and District Superintendents of Selected Schools and Programs  
Participating in the Digital High School Program

From: Susan Lange, Deputy Superintendent  
Finance, Technology and Administration Branch

Subject: Digital High School (DHS) Installation Grant Program - Final Expenditure Report  
and Certification of Installation Grant Completion for Sites Selected in  
FY 2000-2001

This memorandum explains the process for filing the final expenditure report required to receive the final ten percent of your DHS installation grant. Please retain this memorandum and use it when you are ready to certify completion of your installation grant.

**Final Expenditure Report and Final Grant Payment:** Each Local Education Agency (LEA) awarded an installation grant must certify completion of the grant and report final expenditures. Upon receipt of the required forms (Form DHS-30 and Form DHS97/01-GOB), the California Department of Education (CDE) will release the final ten percent of the DHS installation grant funding.

- **Form DHS-30 & Form DHS97/01-GOB** - The DHS-30 (Certification of Completion Form) and DHS97/01-GOB (Goals, Objectives, and Benchmarks Status Form) must be submitted no later than April 1 of the program end date year (June 30, 2003, for sites selected in FY 2000-01). The forms can be downloaded from the DHS Web site at <http://www.cde.ca.gov/digitalhigh> and may be submitted at any time before the targeted due date. An earlier completion of the project and submission of the forms will result in an earlier final ten percent payment. *Refer to Table #1 for specific dates and payment schedules.*
- **Program End Date** - All services must be rendered and goods must be received no later than the "Program End Date" (June 30, 2003, for sites selected in FY 2000-2001). If an LEA submits the required forms early, no later than February 1, the DHS-30 must indicate that all funds have been expended by that submission date. If an LEA submits the required forms after February 1 and no later than April 1 (the Final Return Date), the DHS-30 may include both expenditures and obligations for goods that will be received or services that will be rendered by June 30 (the Program End Date). *Refer to the dates and footnotes on Table #1.*
- **Invoicing** - LEAs who report unexpended balances will be invoiced for those funds and

LEAs that do not submit the required forms by the "Final Return Date" will be invoiced for the entire grant award amount.

- **Program Extensions** - If a site, or all sites in a multiple application, will not be able to certify the completion of the Technology Installation Grant phase by their program end date, the site has the option to request an extension of the program end date. The program extension request must be in the form of a letter directed to the Education Technology Office, indicating the reason the site(s) was not able to complete their installation grant and the new projected date of completion.

**Technology Support and Staff Training (TSST) Grants:** Schools selected in FY 2000-2001 may be eligible to begin receiving the Technology Support and Staff Training (TSST) grant funds as early as FY 2002-2003, contingent upon: submission of the DHS-30 (Certification of Completion Form) and the DHS97/01-GOB (Goals, Objectives, and Benchmarks Status Form); completion and return of Form DHS-40 (provided by CDE under separate cover); an annual appropriation in the state budget to fund the TSST program; submission of a School District Education Technology Plan Certification and Addendum (described below); and completion of the annual Technology Survey. Although at this time the 2002-2003 State Budget has not yet been finalized, it appears that the State Budget will include language to "defer" the funding for the TSST program to fiscal year 2003-2004, if state revenues allow. After the State Budget is signed, we will send you additional notification regarding the status of the TSST Grant Program for fiscal year 2002-2003. As new information regarding the State Budget becomes available, we will also post it to the DHS Web site referenced above.

**Education Technology Plan Certification:** It is important to note, beginning January 1, 2002, a new legislative requirement went into effect that impacts TSST funding. Education Code section 51871.5 requires school districts to have a three- to five-year technology plan as a condition of receiving any technology grant funds administered by CDE. Therefore, to be eligible to receive TSST funds after January 1, 2002, a district must either have a School District Education Technology Plan Certification and Addendum on file with CDE, or have a current approved E-rate District Plan. Refer to the CDE, Education Technology Web site at <http://www.cde.ca.gov/edtech/techplancert.htm> for more information on this required Education Technology Plan Certification form. *(Please note this required form serves as confirmation to CDE that the district has either a current county office of education approved E-rate plan or a local governing board certified education technology plan. This is a separate requirement from the state level review of an Education Technology Plan, necessary for new schools trying to qualify for TSST under AB99 or for other program funds.)*

**Audit Requirement:** Documentation must be maintained that clearly identifies expenditures were made in accordance with state requirements and the approved application in anticipation of future audits.

**Budget Revision and Program Revision Requests:** The DHS program requires sites to spend

DHS funds in accordance with the application approved by the State Board of Education. However, some actual costs may be higher and some lower than the amount budgeted in the approved grant. Any increasing or decreasing budget changes of more than ten percent within an object category, or a transfer to an object category that was previously zero, must be reported to CDE by submitting an online budget revision request. To submit a budget revision request refer to the Education Technology Web site at <http://www.cde.ca.gov/digitalhigh>. In addition, if the approved local match amount is insufficient, the site will need to submit a local match budget revision (Form DHS-23C). These forms should clearly indicate the impact of the decreasing and increasing budgetary line items on the project application. It is suggested that the budget revision requests be submitted at the time it is identified there is a need for a change in expenditures of more than ten percent in one or more object category, rather than after the change has already occurred. The Education Technology Office will then review the request and return an approval letter to the site. It is best if this occurs prior to submission of the DHS-30.

The DHS program requires sites to spend DHS funds in accordance with the application approved by the State Board of Education. Any significant program changes to an approved DHS plan must be reported to the CDE. Guidelines for submitting a program revision request can also be found at the Education Technology Web site referenced above.

Required completion documents should be mailed to the following address:

**Before September 6, 2002, mail to:**

California Department of Education  
Education Technology Office  
Digital High School Program  
Attention: Certification of Completion  
515 L Street, Suite 250  
Sacramento, CA 95814

**After September 9, 2002, mail to:**

California Department of Education  
Education Technology Office  
Digital High School Program  
Attention: Certification of Completion  
1430 N Street, Suite 3705  
Sacramento, CA 95814

If you have questions regarding any of the details above, please contact Brandi Jauregui at (916) 323-5298 or Estella Johndreau at (916) 323-1552.

SL:nse

cc: California Technology Assistance Project Directors  
Principals of Year 4 Sites

## Technology Installation Grant Payment Schedule and Due Dates

**Table #1 - Year 4 Sites Completing the Installation Phase of the Digital High School Program**

<b>Selected Year</b>	<b>State Board Approved Date</b>	<b>Program End Date</b>	<b>Form DHS -30 and DHS 97/01 GOB Submitted to CDE By</b>	<b>Final 10% Payment Made In</b>
2000-01	Feb-June 2001	June 30, 2003	February 1, 2002+	March 2002
			April 1, 2002+	June 2002
			August 1, 2002+	October 2002
			February 1, 2003+	March 2003
			April 1, 2003*	June 2003

**+ Funds must be expended by the Submission Date**

**\* Funds must be expended by the Program End Date. This is the Final Submission Date.**